

Chief, Clearance Branch

2 October 1962

021062

Chief, Personnel Security Division

Industrial Security Program

1. Since the initiation of the Agency classified contract program we have had procedures for identifying in our records the names of both the individual and his company when we received requests for clearance. This has been handled in Requirements through the use of our special processing form on which is recorded the results of the check on both names and copies of which go into both the individual and organization or company files.

2. The above system, however, has lent itself routinely only to those cases being handled under our "CC" procedures in which at the most we conduct HAC's.

3. We are missing all those cases where we handle requests from NEU, ADPS, OSA, TSD, OSI, DODS, EFIC, Logistics, etc. for clearance of persons connected with private firms for TS clearances.

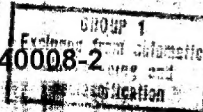
4. We are also missing those cases where representatives of private firms serve the Agency as appointed consultants.

5. Would you please, therefore, institute procedures whereby we can insure that all persons being cleared for Agency use, either as contacts, consultants, experts, contractors' employees, or suppliers' employees (such as [redacted]), have their names included adequately in a file set up under the company or organization name. 25X1A5a1

6. It goes without saying, of course, that the processing and clearing of such persons includes a review of the company or organization file. If Requirements reviews the company or organization file at the start of the case there is no automatic reason for its being reviewed by Appraisal at the end of the case.

DOC	6	REV DATE	28-4-81	OC199
ORIG COMP		OPI	37	TYPE
ORIG CLASS	C	PAGES	2	REV CLASS
JUST	22	NEXT REV	2011	AUTH: NR 10-2

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7. Pending the establishing of routine procedures for this which will make it almost automatic, Requirements should not delay the transmitting of a case to the Open Desk. The company or organization file can be set up afterwards.

8. This should be incorporated into Section 100 of the PSD Manual.

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cc: DC/PSD  
C/SRD ✓

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